



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 731.3

Job Title: **SANITARIAN III**

Pay Grade: 21

GENERAL SUMMARY:

Performs specialized and technical inspections of public and private establishments and locations to ensure compliance with City health ordinances. May oversee the daily activities and technical inspections of a Health Inspection Services section.

RESPONSIBILITIES:

- Inspects various establishments or locations (e.g., wholesale, retail and food service establishments, catering facilities, mobile food units, food processing plants, schools and hospitals) to detect possible health violations.
- Collects food or water samples for laboratory analysis; condemns unsafe food; quarantines equipment or facilities.
- Ensures the proper issuance of City health applications and permits.
- Investigates community complaints of poor sanitation in public establishments or private property; explains City health ordinances and recommend corrective actions; performs follow-up inspections; issues warnings or citations.
- Reviews departmental policies and procedures and make recommendations for operational improvements and changes. Logs and maintains related files and prepares reports.
- Furnishes public health information to the public, business owners, governmental agencies, civic or education groups. May instruct Food Certification Programs or teach specialized classes.
- Performs administrative functions, such as compiling and interpreting statistical data from various inspections and daily reports; develops divisional goals and objectives; serves on task forces and special committees; oversees collection of monies.
- May oversee the daily inspection activities of public and private establishments and locations for a Health Inspection Services section, including work assignments, inspection documentation, and license and permit revenue collection.
- May provide technical or interpretive assistance or a "second opinion" on field inspections to Sanitarians I and II.
- May review architectural blue prints of new food establishments for compliance with City health ordinances and conduct pre-opening inspections.

SPECIFICATIONS:

KNOWLEDGE:

A Bachelor's degree, which includes 30 semester hours in basic or applied science courses, is required.

EXPERIENCE:

Two years of experience as a registered Sanitarian are required.

SPECIFICATIONS: (continued)

License:

A State of Texas Registered Sanitarian Certificate is required.

A valid Texas driver's license and compliance with the City of Houston's policy on driving is required.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Sanitarian I
Sanitarian II
Sanitarian III
Chief Sanitarian